

Arizona Secretary of State
Essential Records List

Item #	Record	Retention	Remarks
00101	Address Confidentiality Program	6 months	Confidential per ARS § 41-166
00102	Attestation Log Records Official register of acts of the Governor	10 years	10 years after calendar year created
00105	Loyalty Oaths/Oaths of Office Records for judges and state elected officials	5 years	After term of office or termination of employment. Per state Constitution, Article 6, Section 26. ARS § 38-233
00112 - 00118	Notary Records	1 to 5 years	After action taken
00121	Partnership Records	Permanent	Retain for permanent record once administrative value has been served
00122	Professional Employer Filings and Regulatory Fee Records	5 years	After date filed
00123	Tradename and Trademark Records	Permanent	Retain for permanent record once administrative value has been served
00124	Uniform Commercial Code (UCC) Records- UCC Filings	6 years	After calendar year filed
00126	Campaign Finance Records (State) – Candidate Records	Permanent	Retain for permanent record once administrative value has been served
00128	Campaign Finance Records (State) –Political Action Committees other than candidates	Permanent	Retain for permanent record once administrative value has been served
00130	Campaign Finance Records (State) – Database	Permanent	Retain for permanent record once administrative value has been served
00131	Candidate Activity Records	8 years	After Date of Election
00132	Clean Elections Lobbyist Fee Records	5 years	After Date of Election
00133	Historical Election Activity Records. Includes historical challenges, lawsuits, recounts and other related records.	Permanent	Retain for permanent record once administrative value has been served

Arizona Secretary of State
Essential Records List

00134	Non-Historical Election Activity Records. Includes challenges, lawsuits, recounts and other related materials	Permanent	Retain for permanent record once administrative value has been served
00135	Electronic Computer Election Program Records, held in escrow	3 years	After date of election
00138	Historical Initiative/Referendum/Recall Records	Permanent	Retain for permanent record once administrative value has been served
00139	Non-Historical Initiative/Referendum/Recall Records	6 years	After date of election
00140	Lobbyist Records	5 years	After filed
00144	Principal and Public Body Records	5 years	After filed
00145	Qualifying Contribution Records – Statewide Candidates	8 years	After calendar year of election
00146	Qualifying Contribution Records – Statewide Candidates	6 years	After calendar year of election
00147	Historical Title 19 Records	Permanent	Retain for permanent record once administrative value has been served
00148	Non-Historical Title 19 Records	6 years	After date of election
00152	Voter Registration System (VRAZ) Database Records	Permanent	Retain per Standards for Permanent records
00153	Accounts Payable and Receivable Records	20 years	After federal fiscal year LSTA cycle completes
00156	Contract and Grant Records	20 years	After federal fiscal year LSTA cycle completes
00157	Payroll Records	20 years	After federal fiscal year LSTA cycle completes
000160	Archives Accessions Register Records	Permanent	Retain per Standards for Permanent Records
000162	Approved Imaging Request Records	25 years	After expired
00163	Approved Microfilm Request	Permanent	Retain per Standards

Arizona Secretary of State
Essential Records List

	Records		for Permanent Records
00164	Approved Records retention Schedule Records	Permanent	Retain per Standards for Permanent Records
00165	Archives Agency Records	Permanent	Retain per Standards for Permanent Records
00166	Archives Collections	Permanent	Retain per Standards for Permanent Records
00168	Certificates of Compliance Records	Permanent	Certificates of Compliance Records
00169	Conservation Treatment Records	Permanent	Certificates of Compliance Records
00170	Destruction Report Records	50 years	After calendar year approved
00171	Disposition Schedule Records	10 years	After superseded or obsolete
00172	Essential Records Listing	5 years	After superseded
00173	Finding Aid Records	Permanent	Retain per Standards for Permanent Records
00180	Preservation Imaging Holdings (Vault Inventory)	n/a	After superseded or obsolete
00182	Records Management Database (O'Neil system) of destroyed records, transfers, data forms	50 years	After records destroyed
00183	Records Management Working Records (guidance, imaging requests, reports)	25 years	After calendar year request approved, cancelled or abandoned
00190	Shelf List Records	Permanent	Retain per Standards for Permanent Records
00193	Warehouse Data Entry records	25 years	After calendar year created
00196	Appraisal Records for Capitol Museum holdings	Permanent	Retain per Standards for Permanent Records
00197	Capitol Museum Collection and Artifact Acquisition and Exchange Records	Permanent	Retain per Standards for Permanent Records
00198	Capitol Museum Collection Artifact Loan Records	Permanent	Retain per Standards for Permanent Records
00199	Collections Control Records and Database (PastPerfect)	Permanent	Retain per Standards for Permanent Records
00200	Capitol Museum Deaccession records	Permanent	Retain per Standards for Permanent Records
00201	Capitol Museum Exhibit Records	Permanent	Retain per Standards for Permanent Records
00206	Az. Talking Book Library	Permanent	Retain per Standards

Arizona Secretary of State
Essential Records List

	patron records		for Permanent Records
00207	Az. Talking Book Library application records for digital service	n/a	After superseded or obsolete
00208	Az. Talking Book Library Collections records	2 years	After calendar year created or received
00209	Az. Talking Book Library Donation Records	5 years	After fiscal year created or received
00211	Az. Talking Book Library patron borrowing records	n/a	After Federal Fiscal year patron becomes inactive. Confidential per ARS § 41-151.22
00212	Az. Talking Book Library recorded books by staff and volunteers	n/a	After superseded or obsolete
00213	Az. State Library, Archives and Public Records database of newspaper holdings statewide	n/a	After superseded or obsolete
00214	Az. State Library, Archives and Public Records Library Development County/Municipal/Special District Library records	5 years	After calendar year created or received. ARS § 11-910
00215	Az. State Library, Archives and Public Records Library Services and Construction Act (LSCA) grant records	30 years	After calendar year awarded
00216	Az. State Library, Archives and Public Records Library Services and Technology Act (LSTA) and State-Grants-In-Aid (SGIA) grant records	15 years	After calendar year final expenditure report submitted
00217	Az. State Library, Archives and Public Records Library Development historical records	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> or transfer to State Archives when administrative value has been served.
00218	Az. State Library, Archives and Public Records -State Library of Arizona Branch Acquisition orders and Receiving Records	10 years	After fiscal year created or received
00219	Circulation Records	3 months	After material

Arizona Secretary of State
Essential Records List

			returned to Library. Confidential per ARS § 41-151.22
00220	E-Rate Records	10 years	After fiscal year created
00221	Interlibrary Loan Request Records	3 years	After item returned
00222	State Documents/Publications	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> ARS § 41-151.08
00223	Public Services Certified Original Rules and Regulations	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> or transfer to State Archives when administrative value has been served.
00224	Original Engrossed Bills (Passed)	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> or transfer to State Archives when administrative value has been served.